6.w. Student Academic Integrity

Subject	Students	Effective From	Sep - 2011
Policy #	6.w.	Latest Revision	Jun - 2024
Title of The Policy	Student Academic Integrity	Next Review	Dec - 2024
Responsible Entity	Colleges Councils, Student Disciplinary Standing Committee	Policy Pages	10

Definitions	**Students' Disciplinary Committee:** A committee formed in the beginning of each academic year by the Dean's Council to be in charge of resolving the students' academic and behavioural issues.
	Academic Integrity: Commitment to honesty, fairness, and responsibility in academic work by maintaining the academic standards and avoiding:

• Plagiarism:

  • Copying ideas, data, figure, chart, product, words, without citing the sources.
  • Using (without permission or acknowledgement) any source of information (internet), software, and files that belong to another person.

• Cheating:

  • Copying reports, assignment/exam answers, lab reports, from another student.
  • Fabricating results.
  • Submitting reports, already submitted for another courses.
  • Having mobile phones or other electronic devices during any exam.
  • Sending someone else to take any exam.

• Academic Dishonesty:

  • Permitting a student to copy assignment/exam answers, lab reports
  • Taking any exam/assignment from another students

• Abuse of Academic Materials:

  • Destroying hardware and software, or other reference materials
  • Making common resource materials inaccessible
  • Erasing, stealing or intentionally destroying the results (lab experiment, notes, assignments) prepared by another students.

• Unauthorized Collaboration:

  • Collaborate with another person beyond the rules (discussing with someone else during any exam).

	• **Additional Comments:**
	• **Similarity Percentage in Assignments:**
	• **For bachelor's and postgraduate students:** The total similarity percentage in assignments submitted should not exceed 20%.
	• **Similarity Percentage in master's Thesis:**
	• The total similarity percentage should not exceed 15%, and the individual similarity percentage should not exceed 3%.
	• **Similarity Percentage in Capstone Projects:**
	• The total similarity percentage should not exceed 20%.
	• **Use of Artificial Intelligence (AI) by Students:**
	• The use of Artificial Intelligence by both bachelor and postgraduate students should not exceed 20%.
	The list is given as a guidance. However, AAU can decide about the actions (not listed above) whether they are considered as a violation of academic integrity.
Purpose	The purpose of this policy is to ensure that registered students at AAU are following the AAU regulations, through a consistent approach, to protect and enhance AAU reputation and its academic standards.
Scope	This policy applies to AAU students.
Statement	AAU is committed to professional honesty and integrity, and it also recognizes the need for fair and adequate investigation of alleged violations of rules and policies relating to the conduct of AAU students. Any student who is found to have committed such violations is subject to sanctions set forth by the University.
Procedures	• **Promoting a culture of Academic Integrity**
	• **Colleges' Deans, Head of Department (HoD), and Program Director (PD) are responsible:**
	○ To inform students and faculty members about the AAU policies and procedures related to the academic integrity and academic misconduct, and where it is published.
	○ To ensure that every faculty member explains (at the beginning of each course, in every semester) to the students about AAU Academic Integrity Policy, academic misconduct, copyright, plagiarism, and the academic requirements in all the submitted assignments/reports, and the use of the appropriate citations and the references to the sources.
	• **Students should:**
	○ Review the university regulations and guidelines related to the academic integrity.
	○ Include a statement, along with any submitted assignment/report, that they:
	■ Understand AAU academic integrity policy and has been informed by the (faculty member and dean) about the details and the related

documents
- Confirm the originality of the work;
- Did not receive any unauthorized help or assistance from other persons.
- Has not include any sources without proper citation or acknowledgment.

Students will be required to check a box confirming their adherence to the policy before they can upload their assignments on Moodle:

I hereby acknowledge that I adhere to the AAU plagiarism and AI policy and that I am fully aware of the consequences of any violation thereof.

Procedures of Catching and Reporting Cheating Act to Students' Disciplinary Committee:

1. In case a student (male/female) is accused of cheating, the faculty member must immediately ask the student to hand over the answer book and leave the exam hall. If the student refuses to leave or tries to cause any disturbance; the invigilator leaves the student till he/ she finishes and leaves the exam hall at his/her own time. However, the invigilator must record this in the cheating report and, hence, the student is considered to have lost the right to answer and complete the examination, except cases during online learning.

2- In the event that the invigilator hears a sound emerging from the student, the invigilator must be certain of the source of the sound. Then the other invigilator (if any) or any other faculty member must be called to make sure that the voice came from the student, in case of being suspicious of the existence of anything used by the student to cheat, the invigilator must ask the student to hand it over. If the student refuses, the invigilator must record this in the cheating report; which is considered a sufficient reason and an evidence for proving the student's cheating incident, except cases during online learning.

3. The students' personal belongings cannot be confiscated without their consent, except cases during online learning.

4. The faculty member who discovers the incident is obliged to file a report using the designated form prepared for this purpose (Student Academic Integrity Violation Form (S 4 A)) and to submit it to his/her Dean / Deputy Dean (Abu Dhabi).

5. The faculty member must write a detailed report about the incident, clarifying and justifying whether or not the student left the exam hall, except cases during online learning.

6. The Dean / Deputy Dean (Abu Dhabi) submits the cheating report to the Students' Disciplinary Committee chairperson according to the campus to which the student belongs.

7. The Student Disciplinary Committee Chairperson notifies the Admission and Registration Unit, in order to block any access to the grades of the concerned students; until a decision is taken.

8. The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident with the student, and what this entails in terms of listening to testimonies or reviewing papers and documents.

9. Upon completion of the investigation of the cheating incident, the Student Disciplinary Committee considers all details of the incident, an appropriate decision is then taken according to the university's instructions. A report is then written stating the decision and signed by all members of the Committee.

10. Chairperson of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents upon which the Committee took its decisions.

11. The University President decides whether to approve or reject the decision of the Student Disciplinary Committee,

12. Via the Presidency Office, the President's decision is forwarded to the relevant university entities for appropriate actions to be taken.

13. The Student Affairs Deanship notifies the concerned student with the final decision, and notifies the student that they can submit an appeal request to the University President within 15 days from the date on which the concerned student is informed of the final decision.

• **Detecting a violation of Academic Integrity**

Faculty member or examination invigilator is responsible for looking for a potential violation of academic integrity. For plagiarism and/or cheating, they can usually use the following detection strategies:

- Search engine (e.g. Google, Yahoo, Bing, etc.) to find matching texts
- Web Directory to search for a specific sentence, and the subject of the question
- Research Database provided by AAU Library
- Commercial software (Turnitin) adopted by AAU.

This tool allows AAU faculty members and students to create an account and use the tool anywhere and anytime. Accordingly, they can use Turnitin in the library, in the computer labs, in the offices, at home, and even on their mobile phone, tables, and laptop. In addition, AAU also integrated Turnitin software to the learning platform known as "Moodle". This integration facilitates the communication and the interaction between the faculty members and the students. As such, faculty members invite students to join a class or a group so that they can submit their assignments/reports and projects through the system. At the same time, they will be able to see corrections, suggestions, recommendations made on their assignments/reports by the faculty members.

• **After detecting a violation of academic integrity:**

- First, the faculty member should report, in written (Form No. S4 B), the case of academic integrity violation, to the HoD / PD, within 24 hours after the incident. The report should contain all details and present explicitly the incident, along with all the supporting documents.

- Within 24 hours, the HoD / PD meet the student and the faculty member (who reports the case) to discuss the incident.
- At the end of this meeting:
  - if the HoD / PD classify the case as an unintended or minor violation of the policy:
    - The HoD / PD explains to the concerned students about the AAU academic integrity policy and the importance of integrity in the academic standards (educative response). Such decision is taken for the 1st-semester students and who break the integrity rules for the 1st time.
    - Otherwise, the HoD/PD may provide a "written warning" to the student. For more than three "written warning", a formal investigation will be initiated and the case will be reported, in written, to the Dean.
    - The College Dean saves all documents, including the related details, for record keeping.
- if the HoD / PD classify the case as major violation of the policy:
  - the HoD / PD inform the student that a formal investigation will be initiated and that the case will be reported, in written, to the Dean.

- **Procedures of Reporting an Academic Integrity act to Students' Disciplinary Committee:**

- Within 24 hours, the Dean should submit the report to the University "Students' Disciplinary Committee" Committee.
- The committee meets the concerned student who will provide his inputs. Before leaving, the student reads his testimony report and sign it, after making sure that the contents of the report are correct.
- If the case involves more than one student, the students are heard individually.
- If needed, the committee chair will ask the faculty member (who did submit the case) to meet the committee and provide his inputs about the incident. Before leaving, the faculty member reads his testimony report and sign it, after making sure that the contents of the report are correct.
- The committee may ask for the testimony of any other person, which could be relevant to the investigation.
- By considering all the details and the collected inputs, the committee takes a decision (majority vote). The committee members must sign the decision report.
- The Committee applies the university Student Discipline regulations/sanctions, as follows:
  - The student will fail all courses in which he/she has enrolled during the semester in which he/she was found guilty.
  - A disciplinary warning will be added to his/her file.
- The Committee Chair submits the decision report (with all related documents) to the University Administration. The University President can decide whether to approve or not to approve the decision of the committee.

	• The University President's decision is forwarded to (Students Affairs Deanship, General Registrar, and College Dean) for appropriate actions. • The College Dean should inform the student, in written, about the decision. **• Appeals** The procedure for appeals is outlined in the university "Students Appeals" policy. **• Record keeping** • The General Registrar and the College Dean must keep a record of all of academic violation cases and all penalties imposed. • These records should be added to the student's disciplinary record, as part of the student's file. This file is available to persons (within or outside the university) in accordance to the university's "Students Records" policy.
Recent Changes	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy). June 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).

نموذج مخالفة سياسة النزاهة الأكاديمية للطلبة (S 4 A)
Student Academic Integrity Violation Form (S 4 A)

➢ يلتزم ضابط المخالفة بتعبئة البيانات أدناه بدقة من كشف تسجيل المساقات للطالب وذلك عن الفصل الذي وقعت فيه المخالفة.

➢ يجب إرفاق كشف تسجيل المساقات مع نموذج المخالفة (S 4 A).

➢ The faculty member is obligated to accurately fill in the information below from the student's courses schedule for the semester in which the violation occurred.

➢ The student's courses schedule must be attached to the violation form (S 4 A).

	Course Instructor مدرس المساق		Student Name اسم الطالب الثلاثي
	Course Name / Code اسم المساق/ رقم المساق		Student ID الرقم الجامعي للطالب
	Exam or task type نوع الامتحان أو المهام		Student College كلية الطالب
	Date of Incident تاريخ المخالفة		Student Major تخصص الطالب
	Time of Incident وقت المخالفة		Student Campus مقر تسجيل الطالب

The above named student violated the AAU Academic Integrity Policy as follows:

الطالب المذكور أعلاه انتهك سياسة النزاهة الأكاديمية للطلبة في جامعة العين على النحو الآتي:

☐ **Cheating**
☐ الغش

Details of the Reported Incident	تفاصيل المخالفة المُبلغ عنها

Name of the witness (if any) الشاهد على الواقعة (إن وجد)	Name of the person reporting the incident اسم ضابط المخالفة
Signature التوقيع	**Signature** التوقيع
Date التاريخ	**Date** التاريخ

	College Dean of the faculty member who reported the incident عميد كلية ضابط المخالفة
Comments الملاحظات	
Recommendation التوصية	☐ تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر العين. ☐ **Reporting the case to the Students Disciplinary Committee Chairperson at Al Ain Campus.** ☐ تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر أبو ظبي. ☐ **Reporting the case to the Student Disciplinary Committee Chairperson at Abu Dhabi Campus.** ☐ حفظ المخالفة. ☐ **Closing the case.**
الاسم Name	
التوقيع Signature	
التاريخ Date	

*Any Document/report related to the violation should be attached along with the form.

*يجب إرفاق أي مستند / تقرير متعلق بالمخالفة مع النموذج.

*All these records will be added to the student's record.

*ستتم إضافة جميع هذه السجلات إلى سجل الطالب.

*Any case of student appeal will abide by "AAU Student Appeals Policy".

* ستلتزم أي حالة استئناف للطلبة بسياسة "الاستئناف الخاصة بالطلبة في جامعة العين".

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جامعـة العيـن
AL AIN UNIVERSITY

نموذج مخالفة سياسة النزاهة الأكاديمية للطلبة (S 4 B)
Student Academic Integrity Violation Form (S 4 B)

> ➤ يلتزم ضابط المخالفة بتعبئة البيانات أدناه بدقة من كشف تسجيل المساقات للطالب وذلك عن الفصل الذي وقعت فيه المخالفة.
> ➤ يجب إرفاق كشف تسجيل المساقات مع نموذج المخالفة (S 4 B).
> ➤ The faculty member is obligated to accurately fill in the information below from the student's courses schedule for the semester in which the violation occurred.
> ➤ The student's courses schedule must be attached to the violation form (S 4 B).

	Course Instructor مدرس المساق		Student Name اسم الطالب الثلاثي
	Course Name / Code اسم المساق/ رقم المساق		Student ID الرقم الجامعي للطالب
	Exam or task type نوع الامتحان أو المهام		Student College كلية الطالب
	Date of Incident تاريخ المخالفة		Student Major تخصص الطالب
	Time of Incident وقت المخالفة		Student Campus مقر تسجيل الطالب

The above-named student violated the AAU Academic Integrity Policy as follows:

الطالب المذكور أعلاه انتهك سياسة النزاهة الأكاديمية للطلبة في جامعة العين على النحو الآتي:

☐ Plagiarism	☐ Academic Dishonesty	☐ Abuse of Academic Materials	☐ Unauthorized Collaboration
☐ السرقة العلمية	☐ الخداع الأكاديمي	☐ سوء استخدام المواد الأكاديميّة	☐ التعاون غير المُصَرَّح به

Details of the Reported Incident	**تفاصيل المخالفة المُبلغ عنها**

Name of the witness (if any)	الشاهد على الواقعة (إن وجد)	Name of the person reporting the incident	اسم ضابط المخالفة
Signature	**التوقيع**	**Signature**	**التوقيع**
Date	**التاريخ**	**Date**	**التاريخ**

مدير برنامج الطالب/ رئيس القسم		
Director/ Head of the department		
☐ حفظ المخالفة **Closing the case**	☐ توجيه إنذاركتابي أول **Warning First Written**	أولاً: مخالفة غير مقصودة/ ثانوية **Unintended or minor violation**
☐ تحويل القضية إلى عميد كلية ضابط المخالفة **Reported the case to the Dean of the faculty member**		ثانياً: مخالفة مقصودة/ أساسية **An intended or major violation**
الاسم Name		
التوقيع Signature		
التاريخ Date		
College Dean of the faculty member who reported the incident		
عميد كلية ضابط المخالفة		
Recommendation التوصية	☐ تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر العين. ☐ **Reporting the case to the Students Disciplinary Committee Chairperson at Al Ain Campus.** ☐ تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر أبو ظبي. ☐ **Reporting the case to the Student Disciplinary Committee Chairperson at Abu Dhabi Campus.**	
الاسم Name		
التوقيع Signature		
التاريخ Date		

*Any Document/report related to the violation should be attached along with the form.

*يجب إرفاق أي مستند / تقرير متعلق بالمخالفة مع النموذج.

*All these records will be added to the student's record.

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